

Town of Newfield, New York SUBDIVISION REVIEW APPLICATION



NEWFIELD, NY
PLANNING BOARD

Applications for Subdivision Review shall be filed with the Town Clerk and shall be in writing. All Town forms for the Subdivision Review process shall be completed in full and all required fees paid prior to the beginning of any review.

Why Subdivision Review and Control?

Subdivision Review provides for future growth and development by ensuring safe and adequate facilities for the housing, transportation, distribution, comfort, convenience, safety, health and welfare of the subdivision population. The intent of the Newfield Subdivision Control Regulation Law (“Subdivision Law”) is to ensure that development within the Town of Newfield is consistent with available facilities and resources.

Do you need a Subdivision Review and Approval?

Subdivision Review is required for any parcel of land located within Newfield which is being divided into five or more lots for the purpose of sale, transfer or ownership, or development as residential or mixed residential/commercial lots.

What are the Classifications of Subdivisions?

- Conventional Subdivision – a division of land into residential lots and streets in accordance with the minimum subdivision and other applicable regulations.
- Cluster Subdivision – a subdivision of land into residential lots and streets where lots or structures are “clustered” at a higher density on the most usable portion of the land, leaving some areas open in the interest of preserving that natural and scenic qualities of open lands.
- Conservation Subdivision – a subdivision of land similar to a Cluster Subdivision; however, in a Conservation Subdivision a portion of the land is designated to permanently protect a large portion of the lot which may have important cultural or environmental areas. Structures are clustered at a higher density on the remainder of the land.

Questions?

If you have any questions regarding this application or the review process, please email the Town of Newfield Planning Board: ltidd@newfieldny.org or jhaustein@newfieldny.org or visit the Town’s website at: <http://newfieldny.org/>

**Town of Newfield, New York
SUBDIVISION REVIEW APPLICATION**



**NEWFIELD, NY
PLANNING BOARD**

Application Record (to be completed by Newfield Planning Board)

Date Application Received: _____

Received by: _____

Additional Documentation Received:

____ Environmental Assessment Form (EAF) Date: _____

____ Owner Authorization for Creating the Subdivision Date: _____

____ Preliminary Subdivision Plat in Map Format Date: _____

____ Final Plat (if required) Date: _____

____ Other (Specify: _____) Date: _____

Initial Planning Board Review Date: _____

Subdivision Review Required? Yes No

Type of Subdivision: Minor Major

Public Hearing Required? Yes No Public Hearing Date: _____

Newfield Planning Board Review Comments and Recommendations:

Subsequent Planning Board Review Date: _____

Newfield Planning Board Review Comments and Recommendations:

**Town of Newfield, New York
SUBDIVISION REVIEW APPLICATION**



**NEWFIELD, NY
PLANNING BOARD**

Application Record, cont. (to be completed by Newfield Planning Board)

Additional Approvals Required (Date Requested, Date Approved):

____ Newfield Town Board (Requested: _____ Approved: _____)

____ Newfield Town Attorney (Requested: _____ Approved: _____)

____ Newfield Town Engineer (Requested: _____ Approved: _____)

____ Newfield Fire, Building & Environmental Code Officer (Requested: _____ Approved: _____)

____ Tompkins Cty Department of Planning and Sustainability (Requested: _____ Approved: _____)

____ Tompkins Cty Department of Health (Date Requested: _____ Date Approved: _____)

____ New York Dept of Conservation under SEQRA (Requested: _____ Approved: _____)

Newfield Planning Board Approval Date: _____.

Approved: _____ Approved with Conditions: _____ Disapproved: _____

Comments: _____

**Town of Newfield, New York
SUBDIVISION REVIEW APPLICATION**



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PLANNING BOARD**

Applicant Information

Applicant Name:

Address:

Phone Number: () Email:

Owner Name (if different):

Address (if different):

Phone Number: () Email:

Subdivision Developer (if any):

Address:

Phone Number: () Email:

Proposed Subdivision Name (if applicable):

Briefly Describe your Proposed Subdivision:

**Town of Newfield, New York
SUBDIVISION REVIEW APPLICATION**



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PLANNING BOARD**

Lot Information

Location or Street Address:

Tax Parcel # Original Parcel Size (acres):

Briefly describe the lot: (Is it already developed and how, or woodland, or brush or meadow, or farmland, or combination of these? Are there any existing structures, and what type are they?)

Does the lot contain any of the following?

Flood Plain:	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Unique Natural Area:	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Steep Slopes:	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Wetland:	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Stream/Riparian Corridor:	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Historical/Cultural Resources:	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

Will the subdivision be located within or contain an Environmentally Sensitive Area (See map or consult with Town staff).?

YES NO

When do you plan to begin selling parcels (month/day/year)? Explain as necessary.

When do you plan to begin pre-construction activities (electricity, water, roads, other infrastructure, etc.) (month/day/year)? Explain as necessary.

When do you plan to begin construction activities (month/day/year)? Explain as necessary.

**Town of Newfield, New York
SUBDIVISION REVIEW APPLICATION**



**NEWFIELD, NY
PLANNING BOARD**

Proposed Subdivision Information

Proposed Use:

- Residential
- Mixed Residential/Commercial
- Other

Explain

Subdivision Classification:

- Conventional
- Cluster
- Conservation
- Other

Explain

Subdivision Parcels:

Size	Number of Lots	Usage (Residential, Mixed or Other)	Comment
0 – 0.25 acres			
0.25 – 0.50 acres			
0.51 – 1.00 acres			
1.01 – 2.00 acres			
2.01 – 3.00 acres			
3.01 – 5.00 acres			
5.001– 10.00 acres			
Greater than 10 acres			

Is a request to be made to dedicate part of the proposed subdivision land to the Town of Newfield so that it shall assume the responsibility of developing and maintaining the open space area?

If yes, how many acres?

If yes, explain:

Town of Newfield, New York
SUBDIVISION REVIEW APPLICATION



NEWFIELD, NY
PLANNING BOARD

Subdivision Review Application Checklist

The following information shall be submitted to the Town of Newfield in the form indicated prior to review of the application.

	Name and address of the landowner of record and the Applicant, if not the same.
	Preliminary plat drawn to scale showing the prominent features of the subdivision, location and orientation of the proposed subdivision relative to adjacent street or highway, the scale of the drawing(s), a north arrow, the date of the survey or drawing, the gross acreage of the lot or development area, an identification of existing buildings and land uses on the lot and upon adjacent properties, and a depiction and layout of the proposed land uses, improvements, including roads, ingress and egress ways, etc.
	Map of the area showing the lot under consideration for the subdivision, all adjacent properties, roads and other pertinent features, including all public roads or county and state facilities, or any municipal boundaries within 500 feet of the lot.
	Map of lot topography, such as a USGS quadrangle or equivalent showing the proposed lot. (The Planning Board may at its discretion accept photos in lieu of this requirement.)
	Location of any environmentally sensitive areas (as defined in Section 1.4 of the Town of Newfield Site Plan Review Law) within 500 feet of the lot.
	Completed SEQRA environmental assessment form (EAF) from the forms provided by the DEC. (See DEC website: http://www.dec.ny.gov/permits/6191.html).
	Map showing existing and proposed topography and drainage systems for the lot, including the proposed storm water management and drainage upon and from the lot.
	Proposed water source and sewage disposal system(s).
	Proposed landscaping plan, if any.
	Assessment as to whether the subdivision will require an extension or improvement of an existing, or the creation of a new public road, public utility or other public infrastructure.
	Assessment as to whether the subdivision will have an adverse impact on an existing, or the creation of a new public road, public utility or other public infrastructure.
	Statement as to whether the development or intended land use will have any potential impacts on the community including, but not limited to, physical, environmental, social and/or economic effects, or any other potential effects impacting the health, safety and/or general welfare of the community.
	Statement as to whether there are any easements or deed restrictions affecting the subdivision.
	Statement as to whether the project is in keeping with the character of the surrounding neighborhood and the Town's Comprehensive Plan.

Town of Newfield, New York SUBDIVISION REVIEW APPLICATION



NEWFIELD, NY
PLANNING BOARD

Signature

By signing this application form, I attest that I am duly authorized as the owner of, or developer or contractor who will subdivide this property or any authorized agent of the above to make this application, and that all information so submitted is complete and accurate to the best of my knowledge. I hereby authorize the Town of Newfield Code Enforcement Officer, Town Board members, Planning Board members or their designees to enter the lot in order to fully understand the proposed subdivision.

Applicant's Signature: _____ Date: _____

Application Submittal and Payment

This application, along with the non-refundable application fee, should be mailed or brought to the Clerks Office, Newfield Town Hall, 166 Main Street, Newfield, NY 14867. Checks should be made out to the "Newfield Town Clerk."

Payment Information (to be completed by Town Clerk's Office)

Paid by: _____

Date: _____

Initials: _____

Cash or Check/CC: _____

Amount Paid: _____

Useful Resources for Applicants

Town of Newfield Subdivision Control Law: Town of Newfield Environmental Resources Map:
<https://newfieldny.org/government/planning-board/>

NYS Department of Environmental Conservation SEQRA forms: <http://www.dec.ny.gov/permits/6191.html>

Tompkins County Interactive Map and Parcel Viewer: <https://geo.tompkins-co.org/html/?viewer=tcpropmo>

August 6, 2020